



CITY OF SAN JOSE, CALIFORNIA

Office of the City Clerk
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LEE PRICE, MMC
City Clerk

NOTICE OF VACANCY

CIVIL SERVICE COMMISSION

DEADLINE TO APPLY: OPEN TILL FILLED

The Office of the City Clerk, on behalf of the San José City Council, will be accepting applications until filled for an appointment to the Civil Service Commission. The Civil Service Commission makes recommendations to the City Council and the City Manager and conducts investigations concerning the administration of personnel in the Classified Service. The Commission acts as an administrative hearing body for appeals of personnel decisions affecting City employees and applicants. It reviews and recommends changes to Civil Service regulations, and it appoints the members of the City Council Salary Setting Commission.

There is one (1) position available on the Commission for an unexpired term ending November 30, 2011 and is for an attorney-at-law, licensed to practice law in the State of California and has been practicing in the State of California for at least five (5) years. The position must be held by a female. Civil Service Commissioners must be both residents and registered voters of the City of San José and must remain so throughout their term in office.

Appointment Process: Following posting of a Notice of Vacancy, all applications received by the deadline will be submitted to the Mayor and Councilmembers who, in turn, will notify the City Clerk as to whom they would like to interview. Applicants receiving four or more such indications of interest will be notified and asked to appear during a regular or special Council Meeting to be interviewed by the Mayor and Council. Interviews will be scheduled at a later date. The applicant receiving six or more votes, or the highest number of votes over six, will be appointed to serve on the Commission.

Applications may be obtained online at www.sanjoseca.gov/clerk or may be picked up from the Office of the City Clerk, City Hall – Council Wing, Second Floor. If you would like additional information regarding the Commission, please call Michelle Radcliffe at (408) 535-1252.

Dated: October 24, 2008